

Planning Your Professional Development Workplace Education Instructor Self-Evaluation Form

Step 1: Instructor Skills and Knowledge

Instructions: The following tool is for your use in preparing your PD plan. Your self-assessment will help identify areas of strength and areas that need improvement. Read each of the statements below and rate yourself. Then determine your priority.

I	Designs/plans workplace instruction	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
1.1	Uses job/task analysis in planning instruction	1	2	3	1	2	3
1.2	Sets measurable project goals based on workplace needs	1	2	3	1	2	3
1.3	Incorporates multiple instructional strategies in program planning	1	2	3	1	2	3
1.4	Incorporates SCANS skills in the instructional process	1	2	3	1	2	3
1.5	Plans learning experiences that are interactive and relevant	1	2	3	1	2	3
1.6	Incorporates a variety of methods and materials that meet the needs of a diverse group	1	2	3	1	2	3
1.7	Customizes and develops workplace education curriculum and lesson plans that facilitate transference from the classroom to the job	1	2	3	1	2	3
1.8	Plans and prepares instruction for multilevel classroom	1	2	3	1	2	3

II	Delivers workplace instruction	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
2.1	Applies adult education principles and methods in the workplace classroom	1	2	3	1	2	3
2.2	Delivers instruction on workplace essential skills	1	2	3	1	2	3
2.3	Facilitates the transfer of learned skills from the classroom to the job	1	2	3	1	2	3

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III	Assesses and monitors workplace learning	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
3.1	Assesses skill level of learners based on workplace needs	1	2	3	1	2	3
3.2	Assesses learning styles	1	2	3	1	2	3
3.3	Uses formal and informal assessment to continually monitor and document learner progress	1	2	3	1	2	3
3.4	Assesses the effectiveness of instruction and modifies instruction based upon learner and employer needs	1	2	3	1	2	3

IV	Demonstrates workplace professionalism	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
4.1	Performs in accordance with <i>Workplace Code of Ethics</i>	1	2	3	1	2	3
4.2	Participates in relevant professional development activities	1	2	3	1	2	3
4.3	Communicates the benefits of workplace education	1	2	3	1	2	3
4.4	Promotes the concept of lifelong learning	1	2	3	1	2	3
4.5	Communicates an awareness of trends and issues affecting the workplace	1	2	3	1	2	3

V	Manages workplace project	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
5.1	Learns workplace terminology and follows pertinent rules, regulations, policies and procedures	1	2	3	1	2	3
5.2	Adheres to workplace project goals and objectives and evaluates outcomes	1	2	3	1	2	3
5.3	Collects, analyzes, maintains and reports accurate workplace project data to appropriate management	1	2	3	1	2	3
5.4	Requests and maintains appropriate instructional materials	1	2	3	1	2	3
5.5	Consults with workplace education project team	1	2	3	1	2	3
5.6	Adapts to the changing needs of the workplace	1	2	3	1	2	3

Source: Illinois Adult Education & Family Literacy Service Center Network

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Step 2: PD Needs and Priorities

Instructions: List the standards for which you circled 1 for Self-Assessment and 1 for Priority.

STANDARD (NEED & HIGH PRIORITY)	WORKSHOPS & SELF-DIRECTED ACTIVITIES TO ADDRESS THE NEED & PRIORITY

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STEP 3: PD Goal Identification

Answering the following questions will help you create your professional goal.

1. From the self evaluation you completed and the area of need you identified in **Step 2**, what is the primary goal you want to achieve in your practice this year? Remember a SMART goal is:

- Specific—*What? Why? How?*
- Measurable—*be able to see progress*
- Attainable
- Realistic—*do-able*
- Timely—*set a timeframe; put an end on your goal*

Write your goal in the space below:

2. Aligning your goal with your program's goal is important to do. How does your goal align with your program's goals?

3. Achieving your goal will help your students accomplish what? Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Enter employment | <input type="checkbox"/> Retain employment |
| <input type="checkbox"/> Earn a GED | <input type="checkbox"/> Enter postsecondary education |
| <input type="checkbox"/> Improve math skills | <input type="checkbox"/> Improve reading skills |
| <input type="checkbox"/> Stay in the program long enough to achieve their goals | |
| <input type="checkbox"/> Improve job performance | |

Now that you've completed your self-review, you're ready to transfer the information to PDtrack. Go to <https://pdtrack.kyvae.org> and create your plan.

We hope this planning form was helpful.
KYAE Professional Development Staff